

EXTRAMURAL AGREEMENTS SPECIALIST
GS-301 or 1101

This series includes positions which provide functional leadership, technical direction, and policy guidance for the Agency's extramural agreement programs. The paramount functions and responsibilities include the execution of extramural agreement awards, assisting senior staff personnel in the development of extramural programs, monitoring of recipient project performance and issuing policies and procedures for extramural agreements programs and conducting reviews of these programs.

EXTRAMURAL AGREEMENTS SPECIALIST – ENTRY LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of rules, regulations, principles, practices, and concepts related to extramural agreements programs.</p> <p>Skill in formulating contractual documents.</p> <p>Ability to apply cost accounting standards and related financial operating practices in order to develop financial accountability controls for monitoring extramural agreements.</p> <p>Knowledge of related functional areas such as acquisition, property, records, ADP/information processing, budget, and fiscal management. Extramural agreements interface with all of these functional areas and consideration of their requirements is required when formulating any extramural agreements.</p>	<p>Administrative Management</p> <p>Communications Management</p> <p>Extramural and Agreements Management</p> <p>Human Resource Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Administrative and Financial Management Workshop In-House Training (Human Resources Division)</p> <p>Grants Management Certificate Program (Core Courses) (Management Concepts, Inc.) Introduction to Grants and Cooperative Agreements for Federal Personnel Uniform Administrative Requirements: OMB Circulars A-102 and A-110 Cost Principles: OMB Circulars A-21, A-122, and A-87, and FAR 31.2</p> <p>Electives (6 days) – Cooperative Agreements and Substantial Involvement, Audit of Federal Grants and Cooperative Agreements, Ethics in the Grants Environment, and Grants and GPRA: A Performance-Based Approach to Federal Assistance</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>WordPerfect and GroupWise In-House Training (Information Technology Division)</p> <p>ARS Extramural Agreements Training In-House Training (Extramural Agreements Division)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u> Gain knowledge of ARS Programs Gain knowledge of ARIS Gain knowledge of FFIS Gain knowledge of CRIS Accountability Network/Shadow a Senior Extramural Agreements Specialist Review P&P applicable to Extramural Agreements Office Review and adhere to Customer Service Plan</p>

EXTRAMURAL AGREEMENTS SPECIALIST – INTERMEDIATE LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of Federal statutes and Government-wide policies, rules, and regulations, principles, practices, and concepts related to extramural agreements programs.</p> <p>Knowledge of Federal contractual policies, procedures, and requirements in order to evaluate a wide variety of extramural agreements and determine their applicability to coverage under formal contract administration.</p> <p>General familiarity with related functional areas such as acquisition, property, records, ADP/information processing, budget, and fiscal management. Extramural agreements interface with all of these functional areas and consideration of their requirements is required when formulating any extramural agreements.</p> <p>Skill in formulating unique extramural agreement documents that are technically sound and in compliance with applicable policy and law.</p> <p>Ability to apply cost accounting standards and related financial operating practices in order to develop financial accountability controls for monitoring extramural agreements.</p> <p>Ability to write effective agreements, letters, memoranda, and reports which accurately present findings on a wide range of assistance-related topics.</p>	<p>Communications Management</p> <p>Extramural Agreements Management</p> <p>Human Resource Management</p> <p>Financial Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Creative Problem Solving USDA Graduate School</p> <p>Advanced Effective and Technical Writing and Practical Negotiation USDA Graduate School Management Concepts, Inc.</p> <p>Civil Rights Training In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>Ethics in the Grants Environment Management Concepts, Inc.</p> <p>ARS Financial Management Training In-House Training (Financial Management Division) and National Finance Center</p> <p>ARS Extramural Agreements Training In-House Training (Extramural Agreements Division)</p> <p>Word Processing Applications SMART Center/on-line</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u> Shadow a Senior Level Extramural Agreements Specialist Participate in Area level staff meetings Review Annual Appropriations Bill Review NEPA Laws Review updates of State Laws View C-Span</p> <p>Briefing and Presentation Skills: Capturing and Holding Their Attention and Creative Thinking: Setting the Stage for Innovation Management Concepts, Inc.</p>

Competencies	Developmental Areas	Training Resources and Developmental Recommendations

EXTRAMURAL AGREEMENTS SPECIALIST – ADVANCED LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of Federal statutes and Government-wide policies, rules, and regulations, principles, practices, and concepts related to extramural agreements programs.</p> <p>Knowledge of Federal contractual policies, procedures, and requirements in order to evaluate a wide variety of extramural agreements and determine their applicability to coverage under formal contract administration.</p> <p>General familiarity with related functional areas such as acquisition, property, records, ADP/information processing, budget, and fiscal management. Extramural agreements interface with all these functional areas and consideration of their requirements is required when formulating any extramural agreements.</p> <p>Skill in formulating unique extramural agreement documents that are technically sound and in compliance with applicable policy and law.</p> <p>Ability to apply cost accounting standards and related financial operating practices in order to develop financial accountability controls for monitoring extramural agreements.</p> <p>Ability to write effective agreements, letters, memoranda, and reports which accurately present findings on a wide range of assistance-related topics.</p> <p>Skill in developing innovative and creative solutions to complicated technical or managerial issues and must exercise initiative, originality, and sound judgement.</p>	<p>Communications Management</p> <p>Extramural Agreements Management</p> <p>Human Resource Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Advanced Briefing Techniques and Benchmarking; Effective Communications with Customer; Effective Writing; and Negotiation Techniques USDA Graduate School</p> <p>Critical Thinking and Problem Solving and Decision Making Management Concepts, Inc.</p> <p>Technical Writing Management Concepts, Inc. USDA Graduate School</p> <p>Civil Rights In-House Training (Equal Employment Opportunity Office)</p> <p>Conflict Resolution Management Concepts, Inc.</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>ARS Extramural Agreements Training In-House Training (Extramural Agreements Division)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u> Attend Congressional Briefing Conference - HRD Attend Research Leader meetings Attend ARMPs Reviews Attend Grants Management Association Conferences Review Annual Appropriations Bill</p>